

1. October 25, 2021 Council Agenda/CARS

Documents:

OCTOBER 25, 2021 ITEM 2 SEPT. 27, 2021MM.PDF  
OCTOBER 25, 2021 ITEM 3 STEM.PDF  
OCTOBER 25, 2021 ITEM 4 MARINA.PDF  
OCTOBER 25, 2021 ITEM 5 ICE FEST.PDF  
OCTOBER 25, 2021 ITEM 6 FLOOD MITIGATION.PDF  
OCTOBER 25, 2021 ITEM 7 EXTRA MILE.PDF  
OCTOBER 25, 2021 ITEM 8 HOUSING UPDATE.PDF  
OCTOBER 25, 2021 ITEM 9 CITY MANAGER.PDF  
OCTOBER 25, 2021 ITEM 10 SEARCH COMM..PDF  
OCTOBER 25, 2021 ITEM 11 CANNERY PARK.PDF  
OCTOBER 25, 2021 ITEM 1 AGENDA000.PDF

The City Commission held its regularly scheduled meeting on Monday, September 27, 2021. The meeting was scheduled for its regular time of 6:00 p.m. in the City Commission Chambers at 305 Gay Street in Cambridge.

The Mayor opened the regular meeting at 6:08 p.m. Those present in person or virtually were Mayor Bradshaw, Commissioner Brian Roche, Commissioner Lajan Cephas, Commissioner Jameson Harrington, Commissioner Sputty Cephas, Commissioner Chad Malkus, (via WebEx) City Assistant Attorney Matthew Meehew, Assistant Attorney Patrick Thomas (also at different times) City Police Chief Mark Lewis, Chief Adam Pritchett, and Acting City Manager David Deutsch. Citizens were able to observe the meeting by going on-line to TownHallStreams.com. Citizens were invited to call in their public comments by calling the mayor during the meeting at 410-228-5808. Citizens were also able to participate in the meeting by logging into the meeting by calling 408-418-9388 and entering the meeting number and password: Meeting Number 132 958 6308; Password 5808.

Commission President Cephas led the Commission in the Pledge of Allegiance.

Yvette Robinson was introduced at the meeting. She was just hired as the new Housing Specialist. Ms. Robinson has worked for the city in the past.

The Agenda was approved by 5-0 vote as presented.

### **Agenda**

1. Council to approve or amend agenda as presented.

### **Presentations from the Public**

None

September 13, 2021 Meeting Minutes were approved as presented. On a motion by Commissioner Malkus and a second by Commissioner Harrington, the consent calendar was approved by a 5-0 vote.

### **Consent Calendar**

2. September 13, 2021 Meeting Minutes were approved as presented.
3. Trick-or-Treat hours for October 31, 2021
  - 3a. Bill Christopher is requesting to have the 2021 MD Stem Program,

October 8, 2021 from 2pm-5pm at Cannery Way.  
3b. MOA-618 Wells Street MHT

### **Ordinances for First Reading**

None

### **Ordinances for Second Reading**

4. **ORDINANCE 1188 – Proposed by the City Planning Commission**

**AN ORDINANCE OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND AMENDING § 4.4.4 AND TABLE 2 – PERMITTED USES BY ZONING SUBDISTRICT IN THE DOWNTOWN/WATERFRONT DEVELOPMENT DISTRICT OF THE CITY’S UNIFIED DEVELOPMENT CODE TO ALLOW STORAGE BUILDINGS AS A PERMITTED USE WITH CONDITIONS IN ALL DOWNTOWN/WATERFRONT DEVELOPMENT DISTRICT ZONING SUBDISTRICTS AND AMENDING § 9.2 OF THE UDC TO DEFINE TERMS ASSOCIATED THEREWITH; PROVIDING THAT THE TITLE OF THIS ORDINANCE SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO STORAGE IN THE CITY OF CAMBRIDGE.**

- A. Public Hearing
- B. Commission decides to Adopt

No public comment. The Ordinance was approved unanimously.

5. **ORDINANCE 1189 – Proposed by the City Planning Commission**

**AN ORDINANCE OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND AMENDING § 4.2.3(D) AND TABLE 1: PERMITTED USES BY ZONING DISTRICT OF THE CITY’S UNIFIED DEVELOPMENT CODE (“UDC”) TO PROVIDE THAT MEDICAL CANNABIS PROCESSING FACILITIES FOR CONSUMER PACKAGE GOODS IS A PERMITTED USE WITH CONDITIONS IN THE GENERAL COMMERCIAL ZONING DISTRICT; PROVIDING THAT THE TITLE OF THIS ORDINANCE SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO ZONING IN THE CITY OF CAMBRIDGE.**

- A. Public Hearing
- B. Commission decides to Adopt

No public comment. The Ordinance was approved unanimously. On a motion by Commissioner Harrington and a second by Commissioner Malkus.

**Old Business**

## 6. 2021 0803 Hyatt MDP Findings and Recommendations

Multi-family residences on the Hyatt property. Multi-family residences on the Hyatt property. The Fairchild brothers were there to explain in detail about the project. This will be a win for the Hyatt and for Cambridge economically. During the public comment a resident stated that the project was a great idea and that one pod had already been started. Commissioner Malkus said that the architectural review committee should contain a property owner of the Hyatt area.

## 7. CDBG Grant – Mace’s Lane

Carol Richardson, the Economic Development Director provided an update on the project. There have been two (2) Community Block Grants obtained for the project. The old Mace’s Lane high school building will house a community center for a Boys and Girls Club. The building will provide cultural history to our community and our children.

During the public comment, two citizens who attended Mace’s Lane stated that they were very supportive of the project and its importance to local history. It will also give families another place to go besides the YMCA. A motion from Commission President Lajan Cephas and a second by Commissioner Spuddy Cephas to approve the CDBG Grant.

**New Business**

## 8. Award of Contract for Phase I of Cannery Park

The contract was awarded David A Bramble, the low bidder. On a motion by Commission President Lajan Cephas and second by Commissioner Spuddy Cephas, Council approved the award unanimously.

**Meetings**

The City of Cambridge Board of Appeals public meeting will be held on Tuesday, September 28, 2021 at 6:00 pm at Council Chambers 305 Gay Street Cambridge, Maryland.

The City of Cambridge Planning and Zoning Commission meeting will be held on Tuesday, October 5, 2021 at 6:00 pm at Council Chambers 305 Gay Street Cambridge, Maryland.

The City of Cambridge Commission will meet in a Work Session on Rental Registration Tiered System, October 18, 2021, Commission Chambers at 6pm.

**Public Comment**

Comment regarding getting children reading at their grade level. There are several organizations that have a campaign going to help support grade level reading.

Comment about a political flag with profanity on a property on Stone Boundary Road.

Comment regarding trash pick from Chesapeake Waste, the caller stated that there was not trash pick-up the third week in August on Bayley Avenue. The caller stated that when the truck did come, the trash was littered on the street and lawns.

The City Council stated that they are looking for a solution to the trash pick-up. The Council stated that they are looking into returning to trash collection by City employees.

### **Department or Division Head Comments**

### **Commissioner's Comments**

### **Mayor's Comments**

The mayor asked that if there's any issues the public would like the Council to address, please bring them forward.

### **Adjourn**

A motion by Commissioner Spuddy Cephas to adjourn the meeting was seconded by Commissioner Harrington and approved unanimously.

With no further business, Mayor Andrew Bradshaw adjourned the meeting at 7:33p.m. I hereby certify that the foregoing is a true and accurate account of the Council meeting Monday, September 27, 2021, insofar as I personally am aware.

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Andrew Bradshaw  
Mayor

**The City Commission will convene in a Work Session immediately following the regular meeting to discuss the process for recruiting the City Manager.**



## APPLICATION FOR A SPECIAL EVENT PERMIT

Date of Application: 10/6/2021

Event Title or Type: 2021 Maryland STEM Program

Location of Event: Cannery Way

Date(s) of Event: 11/13/2021 (originally approved for 10/9/2021)

Hours of Event (Actual): 9 am - 1 pm

Name of Applicant: Bill Christopher Title: President/CEO

If representing an organization or company, name(s): Dorchester Chamber of Commerce

Signature of Applicant: 

If application is presented on or behalf of 1 or 2 businesses only, list names of business(es):

\_\_\_\_\_

Address of Applicant: 306 High Street, Cambridge, MD 21613

Telephone: 410-228-3575 Email: bill@dorchesterchamber.org

Expected attendance: 30 - 75

Is a street closing being requested? Yes  (show on map) No **XX**

If yes, what street(s) \_\_\_\_\_

If yes, indicate street closure & reopen times  
(include set up and breakdown time): \_\_\_\_\_

Is staging or a platform required? Yes  (show on map) No **XX** Amplification: Yes  No **XX**

If event is on private property, name of Property Owner: \_\_\_\_\_

Will trash barrels & pick-up be provided by event holder? Yes  No **XX**

Will portable toilets be provided? Yes  (show on map) No **XX**

Will tent(s) be erected? Yes  (show on map) No **XX**

Will food be prepared on the premises? Yes  No **XX**

Will food trucks be present? (list names on back of form) Yes  No **XX**

Will alcohol be served? Yes  No **XX**



# APPLICATION FOR A SPECIAL EVENT PERMIT

## ROAD RACE, WALK-A-THON, ETC.

On Roadway? Yes  No

On Sidewalk? Yes  No

Will temporary signs be posted? Yes  No

**\*\*\*Signs must be removed by the following business day, no paint is allowed on streets or sidewalks.\*\*\***

We will have 5 - 6 local businesses set up to discuss how Science, Technology, Engineering and Math are key to their businesses. Chesapeake College is our bad

Specific Route: weather back up location.

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I attached a map showing locations of street closures, vehicles and temporary structures.

For new events, I have attached documentation of notification of the application to all affected businesses and residents, and attest that a majority have supported and/or not objected to this event.

**XX** I have read & agree to the City's Street Closures Policy.

### FOR OFFICE USE ONLY

Conditions of Special Event Permission: \_\_\_\_\_

Police Costs: \$ \_\_\_\_\_ DPW Costs: \$ \_\_\_\_\_ Other Costs: \$ \_\_\_\_\_

**TOTAL COSTS REQUIRED BY CITY COUNCIL:** \$ \_\_\_\_\_

#### Recommendations:

Cambridge Police Department Approval  Denial  \_\_\_\_\_  
Signature

Rescue Fire Department Approval  Denial  \_\_\_\_\_  
Signature

Public Works Department Approval  Denial  \_\_\_\_\_  
Signature

## Council Agenda Report

**Date:** October 25, 2021

**Prepared by:** George W. Hyde, PE, City Engineer

**Submitted by:** David Deutsch, Acting City Manager

**SUBJECT:** Award of Contract for Marina Engineering Consultant Services

**Recommendation:** That Council approve award of a contract for marina engineering consultant services to BayLand Consultants & Designers.

**Discussion:**

In July of this year, the Department of Public Works issued a Request for Proposals (RFP) for marina engineering services for the following tasks at the City Municipal Marina:

Planning, Design & Permitting for Replacement of Piers E, F & H

Due to the age and state of deterioration, these three piers and finger piers will need to be replaced, including new electric and water services. In order to address sea level rise and flooding, it is anticipated that the fixed piers will be converted to floating piers.

Study of the Excessive Wave Action Within the Marina

Work will include a review of this ongoing issue and a written report with recommendations and cost estimates for reducing wave action.

DPW received 5 proposals in response to the RFP. The proposals were evaluated by the engineering department and marina operator Oasis Marina and the top two ranked firms were asked to provide price proposals. The two firms and the total proposed fees were as follows:

BayLand Consultants & Designers- \$57,000  
Applied Technology & Management- \$70,600

We are recommending that the contract be awarded to BayLand Consultants & Designers.

**Fiscal Impact:**

The City was awarded a grant from the Maryland Department of Natural Resources (DNR) Waterway Improvement Fund that will cover 100% of the anticipated work.

**Approved by:** David Deutsch, Acting City Manager

**Attachments:** Marina Consultant RFP



## **REQUEST FOR PROPOSAL**

### **PROFESSIONAL ENGINEERING SERVICES**

#### **City of Cambridge Municipal Marina**

The City of Cambridge, Maryland is requesting proposals from qualified firms to provide marine engineering services for several projects. The intent is to select up to two firms that will then be asked to provide price proposals. The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award a contract to the respondent that best meets the selection criteria and the City's needs.

**BACKGROUND-** The Cambridge Municipal Yacht Basin is located on the Choptank River and is the home of the Choptank River Lighthouse. This municipal marina consists of 245 boat slips ranging in size from 35' to 60' and is adjacent to the Cambridge Yacht Club which has an additional 130 slips. The municipal marina includes seven piers, four of which were constructed as part of a 2007 marina expansion. The other three piers were constructed in 1968 and need to be replaced. Both the City's marina and the adjacent Cambridge Yacht Club are protected by a floating concrete breakwater that was also part of the 2007 expansion. While the floating breakwater has been effective in protecting the marina against wind driven waves, swells from passing boats often create excessive wave action within the marina.

**SCOPE OF SERVICES** - The projects, to be awarded through individual task orders, will include the following:

**Planning, Design & Permitting for Replacement of Piers E, F & H**

Due to the age and state of deterioration, it is anticipated that these three piers and finger piers will need to be completely replaced, including new electric and water services. During the planning phase, the City would like to compare fixed vs. floating piers and/or finger piers.

**Study of the Excessive Wave Action Within the Marina**

Work would include a review of this ongoing problem and a written report with recommendations and cost estimates for reducing wave action.

**RFP GENERAL REQUIREMENTS** - To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this section may be considered incomplete and may be deemed non-responsive by the City.

Interested firms must submit an electronic copy in .pdf format to the City Engineer's office at [ghyde@choosecambridge.com](mailto:ghyde@choosecambridge.com) ; no hard copies are required.

Proposals will be received until 4:00 PM, Thursday, August 19, 2021. Direct questions regarding this proposal to City Engineer George Hyde at [ghyde@choosecambridge.com](mailto:ghyde@choosecambridge.com) or (410) 228-1955.

## PROPOSAL FORMAT AND CONTENT

Proposals shall be submitted or formatted to fit on 8 ½ x 11” paper, single spaced type no smaller than 11 font.

**Letter of Transmittal (one page maximum)** – The transmittal letter shall identify the subject of the proposal; briefly state your firm’s understanding of the services to be provided; make a positive commitment to provide the services specified; acknowledge receipt of any addendums issued; and give the name, title, physical address, phone number, and email address of the person(s) authorized to make representations for your firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm.

**Proposal Narrative (six pages maximum)** – The proposal narrative shall provide the following information:

**A. Proposed Project Manager (Single Point of Contact)** – This section shall present the proposed project manager and at a minimum address:

- Specific project management experience
- Technical experience on marine projects

**B. Proposed Project Team** – This section shall present no more than four key professionals who will actively participate in technical project activities (do not submit full resumes, a few paragraphs are sufficient) and at a minimum address the following:

- Proposed project assignment and qualifications
- Experience with similar projects and with other team members

Do not include survey, inspection, geotechnical or subconsultant design engineering personnel.

**C. References** – List the names, titles, and phone numbers of at least three clients who have obtained similar services from your firm. Ideally, projects/contracts managed by the proposed project manager and completed by the proposed project team should be referenced.

**D. Firm Capabilities** – Recognizing that firms in themselves do not have experience – their employees do; what unique characteristics or capabilities does your firm or organization have that would benefit the City of Cambridge?

## EVALUATION CRITERIA AND SELECTION PROCESS

The City of Cambridge reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed.

Submittals will be evaluated and scored in accordance with the following criteria:

- |    |                          |           |
|----|--------------------------|-----------|
| A. | Proposed Project Manager | 25 points |
| B. | Proposed Project Team    | 50 points |
| C. | References               | 15 points |
| D. | Firm Capabilities        | 10 points |

The City of Cambridge reserves the right to award a contract to the highest ranked firm(s) based solely on the written proposal or request oral interviews with a "short list" of the highest ranked firms. The highest ranked proposers will be invited to enter into negotiations with the City of Cambridge for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Cambridge reserves the right to terminate negotiations with any proposer should it be deemed in the City's best interest.

# Cambridge Municipal Marina

Floating Breakwater



Cambridge Yacht Club

Municipal Marina

E Pier

F Pier

H Pier

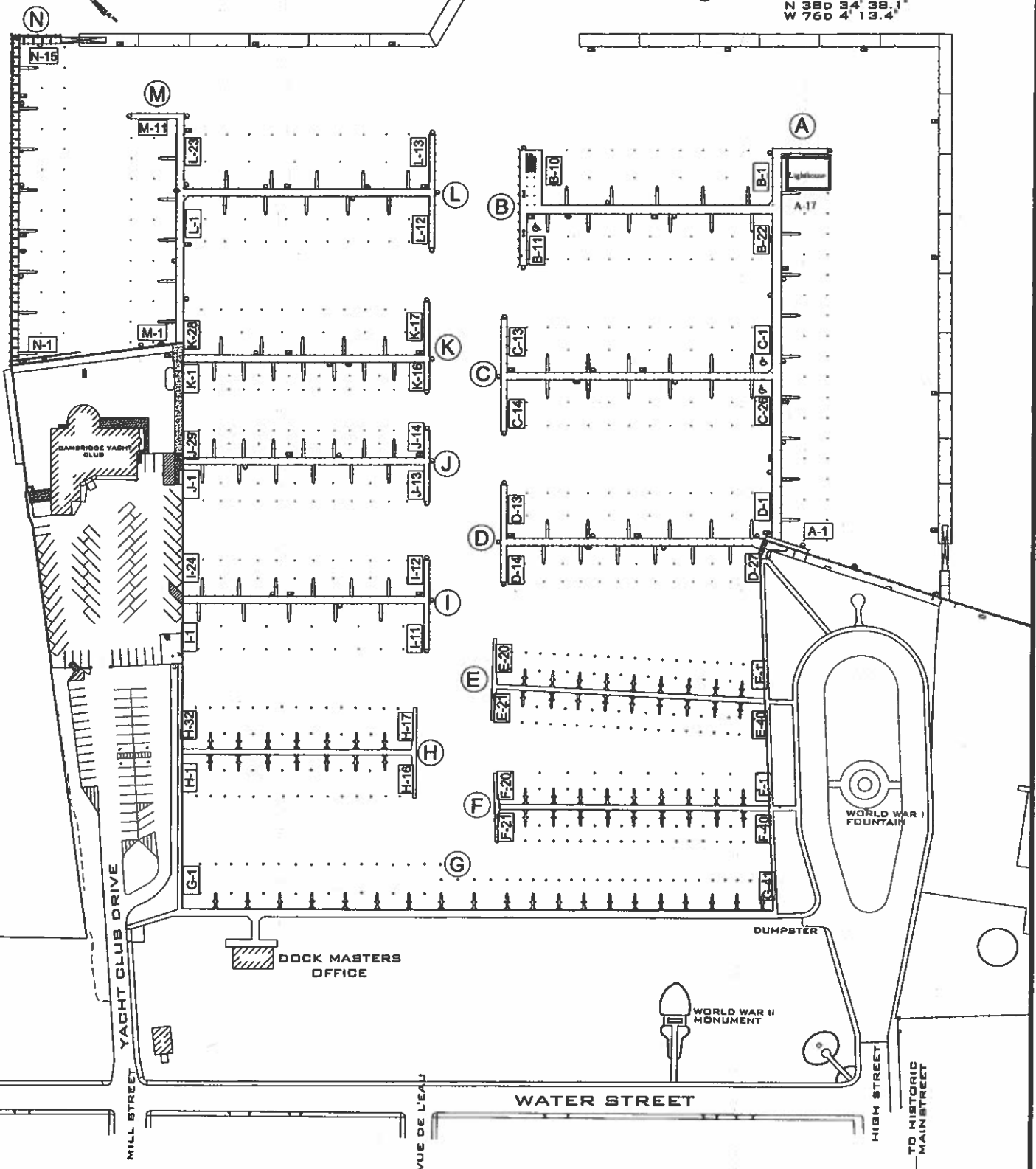
15 JUN  
MAY ST

High St

CHOPTANK RIVER

UTM COORDINATE  
WG884-188  
N 4270408.3  
E 0406761.8

LAT/LON COORDINATE  
N 38° 34' 38.1"  
W 76° 4' 13.4"



CITY OF CAMBRIDGE  
MUNICIPAL YACHT BASIN



216 DEARBORN STREET  
CAMBRIDGE, MD 21613

OFFICE  
410.228.4031

FUEL DOCK  
443.225.5597

MUNICIPAL YACHT BASIN

# SLIP MAP

CITY OF CAMBRIDGE  
DORCHESTER COUNTY, MARYLAND

DRAWN BY: GAL

DESIGN BY: GAL

DATE: April, 2008

SCALE: N.T.S.

SHEET NO.

1 OF 1



## APPLICATION FOR A SPECIAL EVENT PERMIT

Date of Application: 10/19/2021

Event Title or Type: Inaugural Cambridge Ice Festival

Location of Event: Will be using multiple locations in and around the County. Looking for approval to use Cannery Way and Long Wharf in the City.

Date(s) of Event: 1/28 & 29/2022

Hours of Event (Actual): 3 pm - 10 pm on 28<sup>th</sup> & Noon - 10pm on 29<sup>th</sup>

Name of Applicant: Bill Christopher Title: President/CEO

If representing an organization or company, name(s): Dorchester Chamber of Commerce

Signature of Applicant: 

If application is presented on or behalf of 1 or 2 businesses only, list names of business(es):

Address of Applicant: 306 High Street, Cambridge, MD 21613

Telephone: 410-228-3575 Email: bill@dorchesterchamber.org

Expected attendance: 400 - 1,000

Is a street closing being requested? Yes  (show on map) No **XX**

If yes, what street(s) \_\_\_\_\_

If yes, indicate street closure & reopen times (include set up and breakdown time): \_\_\_\_\_

Is staging or a platform required? Yes  (show on map) No **XX** Amplification: Yes **XX** No   

If event is on private property, name of Property Owner: \_\_\_\_\_

Will trash barrels & pick-up be provided by event holder? Yes  No **XX**

Will portable toilets be provided? Yes **XX** (show on map) No   

Will tent(s) be erected? Yes  (show on map) No **XX**

Will food be prepared on the premises? Yes  No **XX**

Will food trucks be present? (list names on back of form) Yes  No **XX**

Will alcohol be served? Yes **XX** No



# APPLICATION FOR A SPECIAL EVENT PERMIT

## ROAD RACE, WALK-A-THON, ETC.

On Roadway? Yes  No X

On Sidewalk? Yes X No

Will temporary signs be posted? Yes  No X

**\*\*\* Signs must be removed by the following business day; no paint is allowed on streets or sidewalks. \*\*\***

We will have 5 - 6 local businesses set up to discuss how Science, Technology, Engineering and Math are key to their businesses. Chesapeake College is our bad

Specific Route: weather back up location.

I attached a map showing locations of street closures, vehicles and temporary structures.

For new events, I have attached documentation of notification of the application to all affected businesses and residents, and attest that a majority have supported and/or not objected to this event.

**XX** I have read & agree to the City's Street Closures Policy.

### FOR OFFICE USE ONLY

Conditions of Special Event Permission: \_\_\_\_\_

Police Costs: \$ \_\_\_\_\_ DPW Costs: \$ \_\_\_\_\_ Other Costs: \$ \_\_\_\_\_

**TOTAL COSTS REQUIRED BY CITY COUNCIL:** \$ \_\_\_\_\_

#### Recommendations:

Cambridge Police Department Approval  Denial  \_\_\_\_\_  
Signature

Rescue Fire Department Approval  Denial  \_\_\_\_\_  
Signature

Public Works Department Approval  Denial  \_\_\_\_\_  
Signature

## **Council Agenda Report**

**Date:** October 25, 2021

**Prepared by:** George W. Hyde, PE, City Engineer

**Submitted by:** David Deutsch, Acting City Manager

**SUBJECT:** Update on Flood Mitigation Planning Project & Grant Opportunity

**Recommendation:** That Council:

- A. Receive an update on the Flood Mitigation Planning project; and
- B. Approve Submission of a Grant Application through the FEMA BRIC Program.

**Discussion:**

As the City Council may recall, the City was previously awarded a FEMA grant to develop flood mitigation strategies and concept designs to address flood risk due to sea level rise and major storms. Since March, the project team, headed up by City resident Larry White and consultants Mark Baker International and Smith Planning & Design, has been working on the project and conducting numerous public outreach sessions to hear residents' concerns and share planning information. They will be updating the Council on the project and discussing a grant opportunity through the FEMA Building Resilient Infrastructure & Communities (BRIC) program to fund detailed design and construction.

**Fiscal Impact:**

The FEMA BRIC grant requires a minimum 25% match which can be in the form of cash, other grants or in-kind services.

**Approved by:** David Deutsch, Acting City Manager





# City of Cambridge

City Hall

410 Academy Street, Cambridge, MD - P O Box 255

Phone: 410-228-4020 Fax: 410-228-4554

MD Relay (V/TTY) 711 or 1-800-735-2258

E-Mail [info@choossecambridge.com](mailto:info@choossecambridge.com)

## Proclamation

### Extra Mile Day November 1, 2021

WHEREAS, Cambridge, Maryland is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, Cambridge, Maryland is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Cambridge, Maryland is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, Cambridge, Maryland acknowledges the mission of Extra Mile America to create 550+ Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2021.

NOW THEREFORE, I, Mayor of Cambridge, Maryland, do hereby proclaim November 1, 2021 to be Extra Mile Day. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

**WITNESS MY HAND AND SEAL THIS 25th DAY OF OCTOBER 2021.**

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Andrew Bradshaw  
Mayor

## HOUSING SPECIALIST WORK IN PROCESS

### *Cambridge Housing Specialist – September & October 2021 Projects List*

- **DHCD HOW Pilot program** – working with State, City and Habitat in preparation for submission once application opens.
- **CDBG:** Working with City & Habitat on current status and final activities/timeframe to close out the grant(s)
- **CNRP:**
  - Held Community Open House in September
  - Working to secure an official Housing Counseling Service
  - Drafting RFQ for additional Developer(s) for rehab and new construction
- **Projects in Pipeline:**
  - Cornish Park
  - Gloria Richardson Park – working with ESNC
  - Pine Street Walk of Fame
  - Waugh Chapel Cemetery Fencing
- **Policy updates**
  - Vacant & Rental Registry Ord.
  - Minimum Livability Ord.
- Working with **Tech Committee** on Registry technology
- **Housing Task Force:** Drafting recommendations for structure, mission, short- and long-term goals





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MD Relay (V/TTY) 711 or 1-800-735-2258

E-Mail [info@choosecambridge.com](mailto:info@choosecambridge.com)

To: Mayor and City Council  
From: David J. Deutsch, Acting City Manager  
Subject: City Manager Recruitment  
Date: October 18, 2021

The previous City Manager ended his tenure with the City of Cambridge on September 3, 2021. Council passed Resolution 21-17 which amends the Administrative Standard Operating Procedures (ASOP) by permitting negotiated contracts for professional services, up to a \$25,000 limit. The Council received the attached proposal from Mercer Group Associates (MGA) on October 3, 2021. As was discussed at the September 27, 2021 Council work session, using MGA will expedite the City Manager recruitment.

The MGA proposal for executive search is for professional services of \$18,000. Expenses are capped at \$6,000 and would be expected to be well under that figure.

The project can begin immediately following Council approval and contract signing.

Mercer Group Associates

City Manager Recruitment Proposal    October 3, 2021

CAMBRIDGE, MARYLAND

1. The Mercer Group Associates uses a multi-step process. Those steps include
  - A. Position Analysis: The Position Profile will define the requirements of the position and the job requirements.
  - B. Recruitment Analysis: We will recruit regionally and nationally for the position and network to locate quality applicants.
  - C. Resume Review: We will identify qualified candidates.
  - D. Candidate Screening: We will thoroughly screen qualified applicants.
  - E. Background Investigation: We will thoroughly evaluate prospective candidates
  - F. Interview Process: We will make recommendations and assist in the process.
  - G. Negotiation & Follow-up: We will facilitate employment and follow-up to ensure complete integrity in the process.
  
2. Schedule: We estimate the project will take 90 to 110 days.
  
3. Proposal Cost: Our fee for the project is **\$18,000**. In addition to the professional services fee, we estimate that required expenses will not exceed \$6,000. Expenses include limited travel, advertising, printing, reference and background checks. We will submit regular invoices for fees and expenses. It is our practice to bill one-third at the start of the project, one-third upon delivery of semi-finalist application materials, and one-third at the candidate interview stage. There is no guarantee that a candidate will be placed. Our role is to solicit candidates who meet the City's requirements, review those candidates, and assist you in selecting the best applicants from the applicant pool. This is not a contingent fee contract proposal. We will work with you if the initial recruitment does not produce a top candidate. If we need to extend the search, the only additional cost may be some additional and limited consultant travel.
  
4. Contact: The primary contact for this search will be David J. Deutsch, Senior Associate. Mr. Deutsch is a career city manager with over 40 years' experience. He was Chief Executive Officer of full service communities in Maryland and Pennsylvania. His major emphasis has been on financial management, public safety, human resources/labor relations, economic development, public works including utility management, environmental/sustainability issues, and

organization improvement. Mr. Deutsch has been active in the Municipal Leagues in Maryland and Pennsylvania. He chaired the Board of Trustees for more than half of his eleven year tenure with the Local Government Insurance Trust in Maryland. Mr. Deutsch holds a Master's in Public Administration from the Maxwell School of Citizenship and Public Affairs at Syracuse University, along with a Bachelor's degree in Political Science from the State University of New York at Stony Brook. He was City Manager in Bowie, Maryland for 23 years, and Township Manager in Springettsbury Township, Pennsylvania for 13 years. Mr. Deutsch will have the assistance of Senior Associate Lisa Ward, who has over twenty-five years experience in human resources and executive search.

5. Primary Contact Experience: Mr. Deutsch retired from service as City Manager in Bowie in 2016. He has managed city manager/city administrator recruitments in Westminster, Bowie, Berwyn Heights, Cheverly, Pocomoke City, Taneytown, Poolesville, MD and Dover, Delaware. He recently completed the search for the City Administrator in Cumberland, MD. He has also recruited for a police chief in Mount Rainier and Cheverly, Maryland.

Submitted by:

David J. Deutsch  
Senior Associate  
Mercer Group Associates  
15 Cambridge Place  
Ocean Pines, MD 21811  
301.343.6033  
[www.mercergroupinc.com](http://www.mercergroupinc.com)  
[www.mercergroupassociates.com](http://www.mercergroupassociates.com)

#### REFERENCES

The Honorable Amanda Dewey  
Mayor  
Town of Berwyn Heights, MD  
[adewey@berwybheightsmd.gov](mailto:adewey@berwybheightsmd.gov)  
cell: (314)322-1080

Mr. Scott Hancock  
Executive Director  
Maryland Municipal League  
[Scotth@mdmunicipal.org](mailto:Scotth@mdmunicipal.org)  
Cell: (443)822-0610

REFERENCES CONTINUED

The Honorable Raymond Morriss  
Mayor  
City of Cumberland, MD  
[Ray.morriss@cumberlandmd.gov](mailto:Ray.morriss@cumberlandmd.gov)  
Cell: (240)580-0919



# City of Cambridge

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E-Mail [info@choosecambridge.com](mailto:info@choosecambridge.com)

To: Mayor and City Council  
From: David J. Deutsch, Acting City Manager  
Subject: City Manager Search Committee  
Date: October 18, 2021

Section 3-39 (6) (6) of the Cambridge City Charter requires the creator of a search committee to assist in the recruitment of the city manager. The Charter section is listed here:

“The search for a city manager shall be conducted by a search committee made up of five (5) individuals appointed by the city commissioners, who shall be appointed within thirty (30) days of the enactment of this legislation and thereafter within thirty (30) days of the city manager position becoming vacant. The mayor shall chair and be a voting member of the search committee. The search committee may obtain additional assistance and resources in the search process upon a majority vote of the city commissioners. The individuals appointed by the city commissioners as members of the search committee shall be residents of the city or of Dorchester County, or be owners of businesses located in the city, or be persons who live elsewhere but have a second home in the city or Dorchester County who possess considerable expertise related to the search process.”

Although this matter was on an earlier Council agenda, Council tabled the matter to allow more time for review and potential discussion of nominees to serve on the committee.

The Commissioners' have recommended the following individuals to serve on the Search Committee:

Commission President Lajan Cephas: Ms. Barbara Knepp, serves on the Board of Appeals

Commissioner Roche: Mr. Bill Christopher, Dorchester Chamber of Commerce

Commissioner Harrington: Ms. Cassie Burton, Corporate Executive Recruiter

Commissioner Sputty Cephas: Ms. Chareka Harris, works for MD House of Delegates

Commissioner Malkus: Mr. Robbie Hanson, Former Ward 5 Commissioner

**Council Agenda Report**

**Date:** October 25, 2021

**Prepared by:** Pat Escher, A.I.C.P., Division Manager

**SUBJECT:** Grant Application by Eastern Shore Land Conservancy for Cannery Park

**Recommendation:** That Council;

- A. Approve staff's request to have Council show support for ESLC efforts to help raise money for Cannery Park with their grant application.

**Discussion:** ESCL is preparing a grant application to Robert Wood Johnson Foundation: People, Parks, and Power: A National Initiative for Green Space, Health Equity, and Racial Justice. ESLC has been our partner on this project from the very beginning and in their continuing efforts are applying for this grant which has the following purpose statement:

*"The People, Parks, and Power initiative comes at a critical moment. Imbalances in political and economic power and a legacy of racial discrimination in the conservation movement have excluded groups led by people of color from full participation in park and green space work or have tokenized their involvement. The P3 initiative is grounded in the premise that urban parks are essential community infrastructure that should serve every neighborhood in a fair, just, and safe manner, without displacing longtime residents or community-serving businesses. P3 will support community-based organizations and base-building groups working in urban, low-income communities of color across the United States to increase park equity through local policy and systems change. The geographic focus of the P3 initiative is urban areas—with a particular interest in small and midsized cities (under 500,000 population)."*

**Fiscal Impact:** NA

**Approved by:** David Deutsch, Acting City Manager





# City of Cambridge

## City Hall

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Andrew Bradshaw  
Mayor

October 25, 2021

Robert Wood Johnson Foundation  
50 College Road East  
Princeton, NJ 08540-6614

RE: People, Parks, and Power: A National Initiative for Green Space, Health Equity, and Racial Justice

To Whom it May Concern:

The City of Cambridge, Maryland and their partners have been working on the creation of this park since 2014. Through these efforts, the City acquired the property and has professionally designed park construction drawings and is shovel ready. This Park will provide a much-needed recreational space for a very underserve population in the heart of Cambridge. This site was a previously blighted property, used for industrial purposes and a haven for undesirable activities. With the creation of the park, it will truly be transformative for the city and the region. The City strongly supports our partner Eastern Shore Land Conservancy's efforts, to continue to move this vital project forward.

Respectfully,

Andrew Bradshaw  
Mayor



# City of Cambridge

410 Academy Street  
Cambridge, Maryland 21613

## AGENDA

City of Cambridge  
City Commission Meeting  
Monday, October 25, 2021  
Commission Chambers - 305 Gay Street  
Cambridge, MD 21613  
6:00 pm

**Notice to Citizens: The City Commissioners are conducting the city business in person. The commission meeting is open to the public. Citizens may also observe the meeting by going on-line to [TownHallStreams.com](http://TownHallStreams.com). Citizens may call in their public comments by calling the mayor during the meeting at 410-228-5808 or citizens may participate in the meeting by logging into the meeting by calling 408-418-9388 and entering the meeting number and password: Meeting Number 132 958 6308; Password 5808.**

6:00 pm Mayor to Convene Commission in Regular Session

### Agenda

1. Commission to approve or amend agenda as presented.

### Presentations from the Public

Jordan Pearlstein – Youth Mentorship Presentation (J. Noah Skills Academy)

### Consent Calendar

2. September 27, 2021 Meeting Minutes

3. Bill Christopher of the Chamber of Commerce is requesting to have the 2021 Maryland STEM Program, on November 13, 2021 (*originally approved for 10/9/2021/cancelled*) from 9am to 1pm in Cannery Way.
4. Award of Contract for Marina Engineering Consultant Services
5. Bill Christopher of the Chamber of Commerce is requesting to have an Inaugural Cambridge Ice Festival on January 28-29, 2022 from 3pm to 10pm on the 28<sup>th</sup> and noon to 10pm on the 29<sup>th</sup>.

### **Ordinances for First Reading**

None

### **Ordinances for Second Reading**

None

### **Old Business**

6. Update on Flood Mitigation Planning Project

### **New Business**

7. Extra Mile Proclamation 2021
8. Housing Specialist Update
9. City Manager Recruitment
10. City Manager Search Committee
11. Grant Application by Eastern Shore Land Conservancy for Cannery Park

### **Meetings**

The City of Cambridge Board of Appeals public meeting will be held on Tuesday, October 26, 2021 at 6:00 pm at Council Chambers 305 Gay Street Cambridge, Maryland.

### **Public Comment**

### **Department/Division Head Reports**

### **Commissioners' Comments**

### **Mayor's Comments**

### **Adjourn**

*City Commission meetings are conducted in open session unless otherwise indicated. Pursuant to the Maryland Open Meetings Act, all or a portion of the Commission meeting may be held in closed session by vote of the Commission. Please note that the order of agenda items is subject to change and that meetings are subject to audio and video recording.*